



# The School District of Osceola County, Florida

## POSITION DESCRIPTION

**TITLE:** Career and Technical Education Resource Teacher

**QUALIFICATIONS:**

1. Appropriate technical education or apprenticeship required beyond high school with Career and Technical Education certification
2. Bachelor's Degree and/or industry certifications preferred
3. A minimum of three years successful teaching experience in a Career and Technical Education subject area

**REPORTS:** Director of Career and Technical Education

**POSITION GOAL:** Assist in the assessment, planning, development, implementation, and evaluation of the overall management of the Career and Technical Education instructional programs

### PERFORMANCE RESPONSIBILITIES:

1. Develop, manage, and implement curriculum for all student courses related to the appropriate content area as needed.
2. Facilitate the integration of core academic concepts into technical curricula.
3. Collaborate with the appropriate core subject resource teacher to facilitate integration of core concepts into technical curricula.
4. Implement state and national educational initiatives related to the appropriate content area.
5. Initiate and manage the instructional material adoption process related to the appropriate content area.
6. Advocate for the effective participation in Career and Technical Student Organizations (CTSO) by teachers and students.
7. Plan and implement professional development as required.
8. Ensure that Exceptional Student Education students have equal access to instruction and materials related to the appropriate content area.
9. Assist in making effective recommendations to principals and district staff in planning, developing, and administering Career and Technical Education programs.
10. Assist new teachers with effective curriculum presentation and classroom management.
11. Prepare reports and maintenance records as required for Career and Technical Education equipment and processes.
12. Assist teachers in preparing requests for equipment purchases.
13. Assist in preparation of budgets as requested.
14. Facilitate and conduct meetings with Career and Technical Education teachers as needed and appropriate.
15. Assist Career and Technical Education teachers by conducting regular school-site visits.
16. Facilitate, monitor, and assist teachers in developing and managing effective industry advisory committees for each Career and Technical Education program.
17. Assist in the purchase and facilitate the repair of Career and Technical Education equipment as budgeted.



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## POSITION DESCRIPTION

**TITLE:** Career and Technical Education Resource Teacher

**PERFORMANCE RESPONSIBILITIES (continued):**

18. Assist in recommending program and curriculum changes and/or expansion.
19. Assist in implementing new Career and Technical Education programs including facilities, equipment, instructional materials, supplies, and staff needs.
20. Assist in the preparation of proposals for local, state, and federal funds.
21. Assist in establishing a comprehensive safety program for Career and Technical Education.
22. Establish and maintain effective communications with teachers, administration, industry, and the community.
23. Attend school, district, and community activities as needed.
24. Perform other duties as assigned.

**TERM OF EMPLOYMENT:** Ten (10) month – Teacher Salary Schedule

**EVALUATION:** Performance in this position will be evaluated by the Director of Career and Technical Education